



## *Scholar Employment Program Information Guide*



### *WORK & LEARN*



Thank you for choosing Lawrence Livermore National Laboratory where you have the opportunity to complement your academic endeavors by working in a world-class scientific research environment with state-of-the-art facilities. You will work beside LLNL researchers and staff through a variety of programs with unique opportunities to contribute to the Laboratory's mission.

Joining a large organization like Lawrence Livermore National Laboratory can be an intimidating and challenging experience. The purpose of this guide is to provide you with resource information to help you get started and continue to assist you with your orientation to the Lab. Additional information can be found on the Student and Faculty webpage at:

[http://jobs.llnl.gov/lljobs\\_html/studentfacultyf.html](http://jobs.llnl.gov/lljobs_html/studentfacultyf.html)

#### **TPI :TOPICS INCLUDE:**

*How to Find Housing  
Travel Expense Reimbursement  
Work Schedule  
Pay Days  
LLNL Activities  
and More...*

# *Science That Matters*



University of California  
Lawrence Livermore National Laboratory

## ***TRAVEL***

<b>Travel Agency</b>	<b><i>If travel reimbursement is authorized as part of your employment offer</i></b> , your flight can be booked through the Laboratory's travel agency, Carlson Wagonlit. The cost will be billed directly to the Laboratory, so scholars will not have any out of pocket expense. If you are in the United States, you may call them at (800) 818-9719. If you are making travel arrangements from outside the United States, contact them via email at <a href="mailto:llnl@carlson.com">llnl@carlson.com</a> .
<b>Reimbursement</b>	<b><i>If travel reimbursement is authorized as part of your employment offer</i></b> , you must have original receipts for air and ground transportation, lodging, rental car, gasoline, etc. Contact <b>Dalisay Alcantara-Duran</b> at <a href="mailto:alcantaraduran1@llnl.gov">alcantaraduran1@llnl.gov</a> or <b>(925) 422-0164</b> . For outstanding reimbursement after your LLNL assignment ends, mail your receipts to LLNL, Travel Payments, P.O. Box 808, L-456, Livermore, CA 94551-9989.
<b>Local Transportation</b>	<b><i>If travel reimbursement is authorized as part of your employment offer</i></b> , you may use the services of <b>Black Tie Transportation (925) 847-0747</b> to transport you from the Bay Area airports to your local residence. <b>You must make reservations in advance of your arrival at the airport.</b> You may request transportation costs be billed directly to LLNL by notifying Black Tie Transportation that you are a summer student or faculty employee. The rate from San Francisco or San Jose airports to the Livermore area is \$99.00 and from the Oakland airport to Livermore destinations is \$85.00. If you do not want to have the expense direct billed to the Laboratory, you may request reimbursement with proper receipts.

## ***RENTAL SUBSISTENCE***

<b>Reimbursement</b>	<b><i>If rental subsistence reimbursement is authorized as part of your employment offer</i></b> , you must attach a monthly rent receipt to the Travel Claim Form or a Travel Expense Form and the signature statement must be signed. After starting at LLNL submit claim to Travel Payments. For information regarding reimbursement contact <b>Dalisay Alcantara-Duran</b> at <a href="mailto:alcantaraduran1@llnl.gov">alcantaraduran1@llnl.gov</a> or <b>(925) 422-0164</b> .
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## ***GETTING STARTED***

<b>New Hires &amp; Previous Lab Employees</b>	You are scheduled to attend New Staff Orientation Program Session I starting at 7:45 a.m. in the Press Room Trailer (T6575) at the Discovery Center Complex on Greenville Road. For specific information on what to do on your first day, refer to the enclosed "First Day Checklist". You may also visit our website at <a href="http://www.llnl.gov/nso">http://www.llnl.gov/nso</a>
<b>Employees Returning to LLNL for 2006 Summer Employment Program</b>	<b>*You should contact your supervisor or Lab contact for specific reporting instructions.</b> When you first arrive at the Laboratory, go to the <b>Westgate Badge Office on Vasco Road</b> to pick up your new badge and report to your work assignment. For information on updating your federal (W-4) and/or state (DE-4) tax withholding and your payroll distribution, go to the Payroll website at <a href="https://www.cfo.llnl.gov/organization/ad/pr/">https://www.cfo.llnl.gov/organization/ad/pr/</a> or call 2-9132.



<b>Reporting Time</b>	<b>All Employees</b> report their time weekly. <b>Biweekly paid employees'</b> work and leave time is reported to the nearest half-hour. <b>Monthly paid employees'</b> work and leave time is reported to the nearest half day. All employees are to check with their supervisor or department contact for exact time reporting procedures and deadlines.			
<b>Work Schedules</b>	The customary workday and workweek is 8:00 a.m. to 4:45 p.m., Monday through Friday, including a daily lunch period of 45 minutes. There are many variations in work schedules in different departments due to the needs of the Laboratory. You should talk with your supervisor regarding your work schedule.			
<b>Work Location and Phone Number</b>	Within your first week call the Lab telephone operator by dialing "0" to update your work location (building/room) and phone number. The operator will need your Employee number.			
<b>Monthly/Biweekly Pay Periods</b>	<b>BI-WEEKLY</b>	<b>BIWEEKLY PAY DATES EVERY OTHER FRIDAY</b>	<b>MONTHLY</b>	<b>MONTHLY PAY DATES First of each Month</b>
<b>Pay Periods and Pay Dates</b>	April 23 – May 6 May 7 - May 20 May 21 – June 3 June 4 – June 17 June 18 – July 1 July 2 – July 15 July 16 – July 29 July 30 – August 12 August 13 – August 26 August 27 – Sept. 9 Sept. 10 – Sept. 23	May 12 May 26 June 9 June 23 July 7 July 21 August 4 August 18 Sept. 1 Sept. 15 Sept. 29	May 1 – 31 June 1 – 30 July 1 – 31 August 1 – 31 Sept. 1 – 30 Oct. 1 - 31	Thursday, June 1 Friday, July 30 Tuesday, Aug. 1 Friday, Sept. 1 Friday, Sept. 29 Wednesday, Nov. 1  * If the first falls on a weekend, you will be paid on the last working day of the previous month.
<b>Holiday Schedule</b>	<b>Monday, May 29</b> , Memorial Day* <b>Tuesday, July 4</b> , Independence Day* <b>Monday, September 4</b> , Labor Day*  <i>*You must work at least 1/2 of the working days in the month to be eligible to receive holiday pay.</i>			

## ***LLNL ACTIVITIES***

<b>LLNL Student Bulletin Board</b> <a href="http://education.llnl.gov/sbb/">http://education.llnl.gov/sbb/</a>	Provides information on activities, lectures and tours. Other information includes LLNL Student Participant Directory, mailing list, newsgroups, weekday/weekend social events and available scholarships and grants. To register for activities or to find out more go to the website.
<b>Summer Lectures and Tours</b>	Each summer, the Laboratory offers a series of lectures and tours for summer employees. Although there is no cost for these tours and lectures, <b>you must obtain your supervisor's approval to attend</b> . For further information go to the Student Bulletin Board website.

<b>Poster Symposium</b> <a href="http://education.llnl.gov/symposium">http://education.llnl.gov/symposium</a>	Undergraduate and graduate students performing research at the Lab can present their work at a poster symposium. Through this opportunity scholars will experience the art of presenting technical research while expanding their skills, and knowledge within their academic fields of study. For information regarding poster design courses, go to the Student Bulletin Board website. For further details on the symposium and to register on-line go to the Student Research Symposium website.
<b>Social Activities</b>	Noontime social activities have been planned to provide you with opportunities to meet other summer employees. For further information go to the Student Bulletin Board website.

## ***RESOURCES***

City of Livermore – <a href="http://www.ci.livermore.ca.us">http://www.ci.livermore.ca.us</a>	Bay Area and Beyond <a href="http://sfbay.yahoo.com/community">http://sfbay.yahoo.com/community</a>
Visiting LLNL and other information <a href="http://www.llnl.gov/llnl/001index/05comm-index.html">http://www.llnl.gov/llnl/001index/05comm-index.html</a>	Local and Regional Transportation Guide <a href="http://www.ci.livermore.ca.us/transportation.html">http://www.ci.livermore.ca.us/transportation.html</a>

## ***HOUSING RESOURCES***

<b><i>Resource</i></b>	<b><i>Description</i></b>
Oakwood Housing <a href="http://llnl.oakwood.com/home.php">http://llnl.oakwood.com/home.php</a>	Oakwood for LLNL provides fully furnished apartments in both Livermore and Pleasanton/Dublin area that include all furniture, coordinated linens and towels, cookware, TV, and all utilities for <b>\$650.00 per person</b> . Roommate matching is available.
Other Housing Resources <a href="http://www.llnl.gov/llnl/02employment/nso_external/housing_resources.htm">http://www.llnl.gov/llnl/02employment/nso_external/housing_resources.htm</a>	A list of housing resources for short and long term accommodations.
LLNL Newsline <a href="http://www.llnl.gov/llnl/06news/employee.html">http://www.llnl.gov/llnl/06news/employee.html</a>	Classified ads of shared housing listed in the Laboratory's weekly publication for employees.

## ***LNLL CONTACTS***

<b><i>Contact</i></b>	<b><i>Email Address</i></b>	<b><i>Phone #</i></b>	<b><i>Fax #</i></b>	<b><i>Location</i></b>
Diana Toon <b><i>Employment Specialist</i></b>	Toon3@llnl.gov	(925) 424-3219	(925) 422-0815	Bldg. 571, Rm 1124, L725
Kelly Potter <b><i>Employment Coordinator</i></b>	Potter12@llnl.gov	(925) 423-9019	(925) 422-0815	Bldg. 571, Rm. 1129, L725
Anna Wright <b><i>Employment Coordinator</i></b>	Wright28@llnl.gov	(925) 424-5480	(925) 422-0815	Bldg. 571, Rm. 1122, L725



Dalisay Alcantara-Duran <b>Travel Accounting</b>	Alcantaraduran1@llnl.gov	(925) 422-0164	(925) 423-7910	Bldg. 551W, Rm. 1321, L456
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We sincerely hope your summer at LLNL will be a rewarding experience and we welcome your suggestions. Your feedback will help us improve the Scholar Employment Program. Email your comments to Diana Toon at [toon3@llnl.gov](mailto:toon3@llnl.gov).

*Thank you and Welcome to Lawrence Livermore National Laboratory*

## ***FREQUENTLY ASKED QUESTIONS***

**Q. How do I make housing arrangements?** All employees are personally responsible for locating housing. To assist you in identifying rental options, the Laboratories Scholar website lists local resources available to assist with the housing search. Refer to the following website: <http://llnl.oakwood.com/home.php> and click on Housing & Travel

**Q. What towns/cities are nearby Livermore for housing?** Livermore is located in the Tri-Valley, which includes Livermore, Pleasanton and Dublin, located in Alameda County. Neighboring counties are Contra Costa and San Joaquin. Where you choose to live may be affected by commute time, housing costs and transportation availability.

**Q. Will I receive any assistance with my monthly rental costs?** If approved by the hiring organization, a rental subsistence allowance may be paid. Human Resources will advise you if rental subsistence is part of your offer.

**Q. Will someone pick me up from the airport?** If travel reimbursement is authorized as part of your employment offer, you may use the services of Black Tie Transportation to transport you from Bay Area airports to your local residence. You must make reservations in advance of your arrival at the airport.

**Q. How do I get reimbursed for my travel expenses?** The Finance Department will process the reimbursement if your employment offer includes travel expenses. A travel expense form will be provided to you with your hire package. Make sure that you review the reimbursement policy carefully to ensure the costs you incur are reimbursable by the Laboratory.

**Q. What should I wear to work?** Laboratory attire varies among the various work groups, depending on the type of employee assignments. Contact your hiring supervisor to discuss expectations for attire.

**Q. How do I meet other students?** The Student Bulletin Board website <http://education.llnl.gov/sbb> can assist you in meeting other students. Using the website you can learn about scheduled Laboratory events for students to attend, plan social and recreational activities with other students, and locate a student participant directory.

**Q. Are there organized activities for students to attend?** Yes. Refer to the Student Bulletin Board website <http://education.llnl.gov/sbb> for a complete listing of Laboratory sponsored activities. Typical events include seminars, tours, an ice cream social, and a barbecue luncheon.

**Q. I don't have a car - do you have a carpool or vanpool that I can join?** The Transportation Systems Management Program (TSMP) keeps employees informed about convenient and cost-effective commuting alternatives such as buses, carpools, vanpools, bicycles, and trains. They can be contacted at (925) 422-RIDE.

**Q. What do I do if I need to terminate my employment earlier than my offer letter stated?** You need to let your supervisor know the date that you will be terminating and check with your department administrator on Termination procedures. You will be required to complete a Termination Checklist and inform your timekeeper where you would like your last paycheck sent.



University of California  
Lawrence Livermore National Laboratory

Student and Faculty Employment Services

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**Q. Can I use my cellular phone with a camera on the Laboratory site?** Cellular phones with cameras can not be used and must be kept in your vehicle on-site.

